



R1-7 Residential Exterior Enhancement Program Application

And Submittal Requirements

Project Address: _____

Subdivision Name: _____

Block Number: _____ **Lot Number:** _____ **Recorder Book and Page Number:** _____

Zoning: _____ **Year Home Built:** _____

A.P.N.: _____ **Quarter Section:** _____ - _____

Associated References:

Project Number: _____ -PA- _____

Plan Check Number: _____

Case Number(s) _____

Request:

Is there an outstanding Code Enforcement citation or Notice of Compliance? ☐ Yes ☐ No
If yes, provide a copy.

Owner: _____

(print or type)

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Submittal Requirements

Please submit 1 copy of materials requested below.

All plans must be folded.

I. Narrative:

On an attached sheet, titled "Project Narrative" describe the work you plan to do. Which part of the existing house is part of the project? What change to the building exterior is proposed? What materials and colors are proposed? How is the work visible to the street?

II. Justification:

On an attached sheet, titled "Project Justification" explain how the work will enhance the home and neighborhood. How does the project add to the existing physical condition of the property? How is the project compatible with the surrounding properties and neighborhood? How does the project respond to the program Design Guidelines?

III. Supporting Materials:

Include photographs of the surrounding neighborhood, including notes with each photograph that indicate the address or location where the photograph was taken.

Provide existing (before construction) and proposed (after construction) representations of the project. These may include sketches, drawings, or photo-mock-ups of the proposed project (architectural drawings are not required). Include notes on these materials to indicate the location, materials, colors, and other improvements.

IV. Request for Funding:

Provide a detailed cost estimate of all materials and costs required for the project. On an attached sheet, titled "Request for Funding" itemize the specific work items and materials for the proposed improvements. To justify the budgeted amount provide two estimates for each work item from qualified contractors, tradesperson, or building product supply establishments. Plan review, permit, and inspection fees are not eligible for reimbursement.

Example:

Request for Funding – Itemized Work Items

Scope of Work Items	First Estimate	Second Estimate
1. Window/manufacturer name, model	###.##	###.##
2. Trim, X feet, type of material	###.##	###.##
3. (Continue list until all items have been included)	###.##	###.##
TOTAL	###.##	###.##

V. Project Schedule:

Provide a detailed schedule of construction and project completion date that demonstrates the project will be completed within six months of obtaining Neighborhood Advisory Commission approval.

Provide any additional information as to justify why your project should be granted.

Submittal Requirements (Continued)
Please submit 1 copy of materials requested below.
All plans must be folded.

VI. Covenant and Attachments:

Provide a completed Residential Restrictive Covenant form. With the completed covenant form, provide the required attachments on separate sheets with one-inch margins all around the page:

- ☐ Attachment A. The legal description of the property.
 - Option 1. Provide a complete reference to a recorded plat: "Lot number # of Name of Subdivision, as recorded in the Maricopa Recorders office in Book # Page #.
 - Option 2. Provide a complete metes and bounds legal description by a registered surveyor.
- ☐ Attachment B. A description of the project.
 - Provide a one-page description of the completed work. Write a narrative that provides information about the work/construction project.

VII. Additional Materials:

- ☐ This original signed application.
- ☐ One set of neighborhood context photographs.
- ☐ Drawings or photos of the existing improvements.
- ☐ Completed copies of Appendix A and Appendix B (pages 27-30 of the R1-7 Residential Exterior Enhancement Program).
- ☐ Drawings or photo mock-up(s) showing the proposed work.
- ☐ SB1598 form: Development Application – Site Visits/Inspections.
- ☐ Completed W-9 Request for Taxpayer Identification Number and Certificate.
- ☐ Documentation of legal eligibility demonstrating lawful presence in the United States.

Important Information

Please Note:

- Incomplete applications will be returned to the applicant and not reviewed.
- All qualifying applications will be presented at a Neighborhood Advisory Commission public hearing. The property owner/applicant shall be present at this hearing to support their proposal.
- **Approvals are subject to a completion time requirement that will be specified in your hearing approval letter.**
- If the project is approved, all permits shall be obtained, all work shall be completed, and inspection approval shall be granted prior to the expiration of the approval.
- The decision of the Neighborhood Advisory Commission is final and may not be appealed.
- The R1-7 Residential Exterior Enhancement Program is subject to City budget funding.
- The City cannot provide tax advice, however the funds you receive may be subject to taxes.
- After completion of the application submittal requirements, please call 480-312-7000 to arrange a submittal appointment with City staff.

Applicant Review and Signature

I declare that I have reviewed the program materials, including the R1-7 Residential Exterior Enhancement Program brochure and Design Guide, I understand its contents and I am submitting this application in accordance with those documents. All information is true to the best of my knowledge and belief. I acknowledge that any errors in the application may affect its review and approval.

Further, I understand that applications are reviewed on a first come first served basis and I may not be selected to receive funding. I understand that I need to be present at the Neighborhood Advisory Commission hearing on: _____ (MO/DA/YEAR).

I understand that the approval for funds requires that the funds be reimbursed after completion of the project, satisfactory inspection to confirm the project was completed as approved, and presentation of receipts accounting for the project work. I understand that no extension of time for permits, inspections, or other processes are available due to the time limitations of this program. All time frames are firm and cannot be adjusted.

I also understand I will be required to sign an "R1-7 Residential Exterior Enhancement Program Building Facade Covenant" prior to fund disbursement.

I understand that the program is available to property owners who are legal residents and citizens of the United States of America, and I am a legal resident or citizen of the United States of America.

I understand that if I wish to change any aspect of the project after it is approved I must obtain the written consent of the City. I also understand that any changes after approval may affect the project funding granted for the project due to changes in materials and associated costs, and I am required to submit revised cost estimates.

Signature

Property Owner

Date

Official Use Only

Submittal Date: _____ City Staff Signature: _____

Planning, Neighborhood and Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 ♦ Fax: 480-312-7800